



## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

**OUR MISSION**

*Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.*

**JOB OPPORTUNITY****STATE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
HOUSING & COMMUNITY DEVELOPMENT MANAGER I****Full-Time, Permanent Position****Salary: \$4,746 - \$5,726 Per Month****Final Filing Date: October 22, 2004****DUTIES:**

Under the general direction of the Section Chief (HCDM II) of the Community Development Block Grant (CDBG) within the Division of Community Affairs, the incumbent is responsible for supervising the day-to-day operations of the CDBG Fiscal and Information Unit, which provides technical assistance and oversight of CDBG grantees' fiscal operations and reporting, oversees the processing and tracking of all CDBG cash requests, maintains the CDBG cash management systems and provides CDBG and CIAP reporting information. The incumbent is responsible for the CDBG Native American set-a-side, including the allocation of funds, technical assistance and monitoring. In addition, the incumbent is responsible for the day to day operations of the California Indian Assistance Program (CIAP), which provides technical assistance in housing development, rehabilitation, economic development and community development to California Indian Reservations, Rancherias, and other various Native American groups/communities.

**DESIRABLE  
QUALIFICATIONS:**

Knowledge of the principles and practices of personnel management and program management. Possession of good analytical and communication skills; ability to effectively deal with governmental agencies, nonprofit organizations and private sector organizations; good workload management skills; ability to work independently or as a part of a management team; ability to travel.

**LOCATION:**

Department of Housing and Community Development  
Division of Community Affairs  
2710 Gateway Oaks Drive  
North Building, Suite 190  
Sacramento, CA 95833

**WHO MAY APPLY:**

Persons currently at the HCDM I level or who have eligibility for appointment or transfer to this classification. Appointment is subject to SROA and State surplus policies

**SUBMIT RESUME &  
APPLICATION TO:**

Lisa Vergolini, Section Chief  
Department of Housing and Community Development  
P.O. Box 952054, MS D-39  
Sacramento, CA 94252-2054  
(916) 263-0467

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**JOB OPPORTUNITY**

